



Using The Employee Benefits Information System (EBIS)



**To make a Thrift Savings Plan (TSP)
Open Season election**



TSP Open Season

There are two TSP Open Seasons each year

The next TSP Open Season begins on 15 May 2002 and ends on 31 July 2002

The effective date of your TSP election is determined by the date you make your election

TSP ELECTION MADE	EFFECTIVE DATE OF TSP ELECTION IS	TSP CHANGE WILL BE REFLECTED IN PAYCHECK RECEIVED
15 May - 13 July 2002	14 July 2002	2 August 2002
14 July - 27 July 2002	28 July 2002	16 August 2002
28 July - 31 July 2002	11 August 2002	30 August 2002



Accessing EBIS

Access EBIS through the Department of Navy
Civilian Human Resources web site at
www.donhr.navy.mil/

Select “EBIS”





Accessing EBIS

Click
“EBIS”

A screenshot of a web browser window showing the Department of Navy Civilian Benefits Information Center. The browser is Microsoft Internet Explorer, and the address bar shows "http://www.civilianbenefits.hroc.navy.mil/". The website has a blue header with the title "Department of Navy Civilian Benefits Information Center". Below the header is a red navigation bar with links: "DON Human Resources", "DON Civilian Jobs", "Navy", "Marine Corps", "Join the Navy", and "Join the Marines". On the left side, there is a vertical menu with links: "New User / Forgot your password?", "EBIS", "ABOUT EBIS", "NEWS", "FORMS", "PUBLICATIONS", "CONTACTS", and "Home". The "EBIS" link is highlighted with a red arrow pointing from the text "Click 'EBIS'" on the left. The main content area has a "Welcome" message and a "Contents" section with links to "EBIS", "About EBIS", "News", "Forms", "Publications", "Contacts", and "Important Information". The "EBIS" link in the "Contents" section is highlighted with a red underline.



Accessing EBIS

Review the
warning notice



Click "Continue"



Warning Notice!

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM. THIS COMPUTER SYSTEM, INCLUDING ALL RELATED EQUIPMENT, NETWORKS, AND NETWORK DEVICES (SPECIFICALLY INCLUDING INTERNET ACCESS), ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, INCLUDING TO ENSURE THAT THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. MONITORING INCLUDES ACTIVE ATTACKS BY AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, COPIED, AND USED FOR AUTHORIZED PURPOSES. ALL INFORMATION, INCLUDING PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING OF THIS SYSTEM. UNAUTHORIZED USE MAY SUBJECT YOU TO CRIMINAL PROSECUTION. EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING FOR THESE PURPOSES.

Note: Selection of the Exit button within the POE application will initiate client-side scripting and will exit the browser.

Continue

Exit



Accessing EBIS

If you are a current
user enter your
SSN and password
Click “Continue”

If you are a new user
or have forgotten
your password,
Click “Set Password”

Point of Entry (POE) Login

Current Users:
Enter your Social Security Number and Password.
(No dashes or spaces. Your Password is case sensitive.)

SSN:

Password:

New Users/Forgot Password

If you are a new user or have forgotten your password, you will need a copy of your most recent Leave and Earnings Statement (LES) or Notification of Personnel Action (SF-50) to continue. Click appropriate button when you are ready.



Accessing EBIS

If you select Set Password complete the information based on your most recent SF-50, Notification of Personnel Action or LES

Click "Continue"

Create or Reestablish Password

Using your most recent Leave and Earnings Statement (LES) or Notification of Personnel Action (SF-50), enter the below information which is required to allow you to enter our secure web site, access your personal information and conduct business transactions over the web. All information is transmitted through secure means (Secure Sockets Layer).

You should only use this screen to establish a new password or reestablish a password.

Social Security Number:

(No dashes or spaces)

Service Computation Date for Leave:

--

(MM-DD-YYYY)

Date of Birth:

--

(MM-DD-YYYY)

Civilian Pay Plan:

(Example: GS, WG, WS)

Grade:

(Example: 03, 05, 11, 13)

Step:

(Example: 01, 03, 08, 10)

Email Address:

☐ Click here if you want to be notified by email of successful /unsuccessful attempts to recreate or change your password.

Continue

Exit



Accessing EBIS

Create Password

Instructions: Your password must contain 8 - 10 characters, cannot match any portion of your SSN forward or backwards, cannot be the same password used within the past 6 password changes or the past 6 months, and must contain at least 3 of the following 4 character types:

Uppercase letters (A, B, C,...Z)

Lowercase letters (a, b, c,...z)

Numerals (0, 1, 2,...9)

Special Characters: (exclamation point (!), at sign (@), number sign (#), etc.)

DO NOT USE apostrophes ('), commas (,), pipes (|), or periods(.)

Examples of Valid Passwords:

Dd112264,October8 (uppercase/lowercase/numeric)

090971Tm (numeric/uppercase/lowercase)

adhoM@30 (lowercase/uppercase/special character)

082597Hd (numeric/uppercase/lowercase)

IuAMears! (uppercase/lowercase/special characters)

New Password:

Reenter New Password to Verify:

Continue

Exit

Create your password
based on the instructions

Reenter to Verify

Click "Continue"



Accessing EBIS

Select "Change Password"

or

"EBIS1" to enter the EBIS program

To Change Your Password Click the Button Below

Change Password

POE Main Menu

Select an application:

Application

EBIS1



Creating Your PIN

If you are a new user or have forgotten your Personal Identification Number (PIN) Click "PIN" on the toolbar

Otherwise Click "TSP" on the toolbar to make your Open Season election

A screenshot of the Department of Navy Employee Benefits Information System (EBIS) website. The page has a yellow background. At the top is a dark blue navigation bar with white text links: Home, Retirement, TSP, Health, Life, Survey, and PIN. Below the navigation bar is a green sidebar on the left containing white text: "As you browse this web site you may use the links in this green area to go back to pages you have previously visited." In the center of the page is a large graphic of a triangle with the words "Employee Benefits" on the left side and "Information System" on the right side. Below the triangle is the text "Department of Navy". To the right of the triangle is the text "Department of Navy Employee Benefits Information System (EBIS)". At the bottom of the page are two blue links: "Home Retirement TSP Health Life Survey PIN" and "Back To Top". Two red arrows are overlaid on the page: one points from the "PIN" link in the navigation bar to the "PIN" link in the footer, and the other points from the "TSP" link in the navigation bar to the "TSP" link in the footer.



Creating Your PIN

Make a selection from the PIN Menu

Home | Retirement | TSP | Health | Life | Survey | PIN

Personal Identification Number

Personal Identification Number (PIN) Main Menu

All employees are required to have a 6-digit **Human Resources Service Center (HRSC)** Personal Identification Number (PIN) in order to access personal transactions on the Employee Benefits Information System (EBIS).

If you want to change your current PIN
Click Here: [CHANGE MY PIN](#)

If you do not remember your PIN
Click Here: [I DON'T REMEMBER MY PIN](#)

If you do not currently have a PIN
Click Here: [CREATE MY PIN](#)

[Home](#) [Retirement](#) [TSP](#) [Health](#) [Life](#) [Survey](#) [PIN](#)

[Back To Top](#)



Creating Your PIN

[Home](#) | [Retirement](#) | [TSP](#) | [Health](#) | [Life](#) | [Survey](#) | [PIN](#)

CREATE YOUR PERSONAL IDENTIFICATION NUMBER (PIN)

You must create a **Human Resources Service Center (HRSC)** Personal Identification Number (PIN). Your PIN must be 6 digits in length and may only contain numbers.

To create your **Human Resources Service Center (HRSC)** PIN:

Enter Your Social Security Number (SSN):	<input type="text"/>
Enter Your Month and Year of Birth:	<input type="text"/> (mmyy)
Enter A New Human Resources Service Center (HRSC) PIN:	<input type="text"/> (must be 6 digits)
For Verification, Re-Enter Your New Human Resources Service Center (HRSC) PIN:	<input type="text"/> (must be 6 digits)

Enter Your:

SSN

Month and Year of Birth

Example: 1274

6 Digit PIN of your choice

Example: 563952

Reenter PIN to verify

Click "Submit"



Making Your TSP Election

You are now
ready to make
your Open
Season election

Click "TSP"
on the Toolbar

A screenshot of the Department of Navy Employee Benefits Information System (EBIS) website. The top navigation bar is dark blue with white text links: Home, Retirement, TSP, Health, Life, Survey, and PIN. The TSP link is highlighted with a red arrow pointing to it from the text "Click 'TSP' on the Toolbar". Below the navigation bar, the page has a yellow background. On the left, there is a green sidebar with white text: "As you browse this web site you may use the links in this green area to go back to pages you have previously visited." In the center, there is a logo for the "Employee Benefits Information System" which is a triangle containing a ship. To the right of the logo, the text "Department of Navy" is written in blue. Below the logo, the text "Employee Benefits Information System (EBIS)" is written in blue. At the bottom of the page, there are links: "Home Retirement TSP Health Life Survey PIN" and "Back To Top".



Making Your TSP Election

Click “Personal TSP Information”

The screenshot shows the Thrift Savings Plan Main Menu. At the top is a dark blue navigation bar with white text links: Home, Retirement, TSP, Health, Life, Survey, and PIN. Below this is a green sidebar on the left with the text "Thrift Savings Plan". The main content area has a yellow background. It features the title "Thrift Savings Plan Main Menu" in blue. Below the title, it says "Please select from one of the following two options:". There are two red underlined links: "General TSP Information" and "Personal TSP Information". A red arrow points from the text "Click 'Personal TSP Information'" to the "Personal TSP Information" link. Below the links, there is a paragraph of text: "Please note: For additional general information, visit the TSP web site at www.tsp.gov or the ThriftLine at 504-255-8777. The [Summary of the Thrift Savings Plan for Federal Employees](#) booklet is a valuable source for TSP information and is available on the TSP web site." At the bottom of the main content area, there is a row of blue underlined links: Home, Retirement, TSP, Health, Life, Survey, and PIN. At the very bottom, there is a blue underlined link: Back To Top.

Home | Retirement | TSP | Health | Life | Survey | PIN

Thrift Savings Plan

Thrift Savings Plan Main Menu

Please select from one of the following two options:

[General TSP Information](#)

[Personal TSP Information](#)

Please note: For additional general information, visit the TSP web site at www.tsp.gov or the ThriftLine at 504-255-8777. The [Summary of the Thrift Savings Plan for Federal Employees](#) booklet is a valuable source for TSP information and is available on the TSP web site.

[Home](#) [Retirement](#) [TSP](#) [Health](#) [Life](#) [Survey](#) [PIN](#)

[Back To Top](#)



Making Your TSP Election

Click "TSP
Personal
Transactions"

The screenshot shows the Thrift Savings Plan (TSP) website interface. At the top is a dark blue navigation bar with white text links: Home, Retirement, TSP, Health, Life, Survey, and PIN. Below this is a green sidebar menu with a diamond icon next to "Thrift Savings Plan" and "Personal Information". A red arrow points from the text "Click 'TSP Personal Transactions'" to the "TSP Personal Transactions" link in the main content area. The main content area has a yellow background and displays the title "Thrift Savings Plan: Personal Information" in blue. Below the title, it says "Select from one of the following:" and lists four red underlined links: "TSP Personal Transactions", "TSP Account Balance Data", "Project Future Account Balances", and "TSP Annuity Estimates". At the bottom of the page, there is a row of blue underlined links: Home, Retirement, TSP, Health, Life, Survey, and PIN, followed by a "Back To Top" link.

Home | Retirement | TSP | Health | Life | Survey | PIN

◆ Thrift Savings Plan

Personal Information

Thrift Savings Plan: Personal Information

Select from one of the following:

- [TSP Personal Transactions](#)
- [TSP Account Balance Data](#)
- [Project Future Account Balances](#)
- [TSP Annuity Estimates](#)

[Home](#) [Retirement](#) [TSP](#) [Health](#) [Life](#) [Survey](#) [PIN](#)

[Back To Top](#)



Making Your TSP Election

Click “TSP
Open Season”

A screenshot of the Thrift Savings Plan (TSP) website. The top navigation bar is dark blue with white text links: Home, Retirement, TSP, Health, Life, Survey, and PIN. Below this is a green sidebar with white text links: Thrift Savings Plan, Personal Information, and Personal Transactions. The main content area is yellow and titled "Thrift Savings Plan: Personal Transactions" in blue. It contains the text "Select from one of the following:" followed by five red underlined links: "View Your Current TSP Election", "View and/or Void TSP Projected Action", "TSP Open Season", "TSP New Employee", and "Stop Your TSP Contributions". At the bottom of the page, there is a footer with blue underlined links: Home, Retirement, TSP, Health, Life, Survey, and PIN. A red arrow points from the text "Click 'TSP Open Season'" to the "TSP Open Season" link in the main content area.



Making Your TSP Election

Read the TSP Open Season Information

Click
“Continue”

A screenshot of a web application interface. At the top is a dark blue navigation bar with white text links: Home, Retirement, TSP, Health, Life, Survey, and PIN. Below this is a green sidebar with white text and diamond-shaped icons. The sidebar contains links for Thrift Savings Plan, Personal Information, Personal Transactions, and TSP Open Season. The main content area has a yellow background. It features a blue heading "Thrift Savings Plan Information: TSP Open Season". Below the heading is a paragraph of text explaining the TSP open seasons and providing a link to "Stop Your TSP Contributions". Another paragraph follows, explaining the rule of one projected TSP transaction at a time and providing a link to "Void the existing projected TSP transaction". At the bottom of the main content area, there is a red arrow pointing to the word "Continue".

Home | Retirement | TSP | Health | Life | Survey | PIN

◆ Thrift Savings Plan

◆ Personal Information

◆ Personal Transactions

TSP Open Season

Thrift Savings Plan Information: TSP Open Season

During the TSP open seasons, you may start or change your biweekly contributions to TSP and/or indicate how you want your future biweekly contributions to be invested in the five TSP funds. You may also elect to stop your TSP biweekly contributions during an open season or any time outside of an open season. Go to [Stop Your TSP Contributions](#) for more information.

You may have only one projected TSP transaction at a time. If you have a projected TSP transaction, and want to make another election, you must first [Void the existing projected TSP transaction](#).

Continue



Making Your TSP Election

Enter Your:

SSN →

PIN →

Click "Continue" →

Home | Retirement | TSP | Health | Life | Survey | PIN

THRIFT SAVINGS PLAN (TSP) OPEN SEASON

DO NOT USE THIS MODULE if you would like to **stop your TSP contributions**. You should use the Stop Your TSP Contributions module from the Thrift Savings Plan Personal Transactions Main Menu.

To begin TSP Open Season Business Transactions:

Enter Your Social Security Number (SSN):	<input type="text"/>
Enter Your Human Resources Service Center (HRSC) Personal Identification Number (PIN):	<input type="text"/>

If you do not remember your PIN, click **PIN** on the toolbar.

Continue | Continue transaction



Making Your TSP Election

AMOUNT OF CONTRIBUTIONS

During this Open Season, you may raise or lower your biweekly payroll contributions. If you make an Open Season election, your election will be effective on **01/13/2002**.

To contribute to your TSP account, you must choose the amount to be withheld from your basic pay each pay period. Choose EITHER a whole percentage of your basic pay per pay period or a whole dollar amount per pay period.

Note: To change your TSP fund allocations, obtain your TSP account balance, or do an interfund transfer you must contact the Thrift Service Office at www.tsp.gov or phone (504)-255-8777.

Click on the button and the drop down box to select a percentage

OR

Click on the button and enter a dollar amount

<input type="radio"/>	I would like to contribute <input type="text" value="1%"/> of my basic pay per pay period to my TSP account.
<input type="radio"/>	I would like to contribute \$ <input type="text"/> per pay period to my TSP account.

Continue
Quit

Continue transaction

Return to Personal Transactions Main Menu

Click "Continue"



Making Your TSP Election

Review the TSP
Open Season
Election
Summary



TSP OPEN SEASON ELECTION SUMMARY

Based on the information you just completed, your TSP Open Season election is:

Name:	JONES, JOHN D.
Effective Date:	01/13/2002
YOUR THRIFT SAVINGS PLAN ELECTION	
Amount of Contributions Per Pay Period:	7%

The transaction is not complete until you have acknowledged that your Social Security Number and PIN are your electronic signature for effecting this transaction.

Click
“Continue”



Continue

Continue transaction

Quit

Return to Personal Transactions Main Menu



Making Your TSP Election

ELECTRONIC SIGNATURE

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

I understand that my Personal Identification Number (PIN), used in connection with my Social Security Number, is my electronic signature in effecting this transaction.

Yes

I acknowledge and wish to PROCESS THIS TRANSACTION.

No

I do not acknowledge and wish to STOP this transaction.

Click "Yes" to process your Open Season election

Click "No" if you do not want to process the Open Season election



Making Your TSP Election

Read the
information
about the
transaction
receipt

**This page contains information subject to the
Privacy Act of 1974 as amended.**

Your transaction has been successfully completed.

We recommend you print your transaction receipt below. To print your receipt, click the "Print" button or icon on your browser.

Verification of Transaction: All completed transactions are available for your immediate review. You may verify your transaction in two ways. First, you can check your TSP transaction by clicking on the Personal Transactions, View and/or Void TSP Projected Action. Second, you can check the Leave and Earnings Statement which applies to the effective date of your transaction.

Electronic Signature: Your Personal Identification Number (PIN) used in connection with your Social Security Number served as your electronic signature in effecting this transaction.

TSP OPEN SEASON ELECTION



Making Your TSP Election

Print the transaction receipt to document your new enrollment

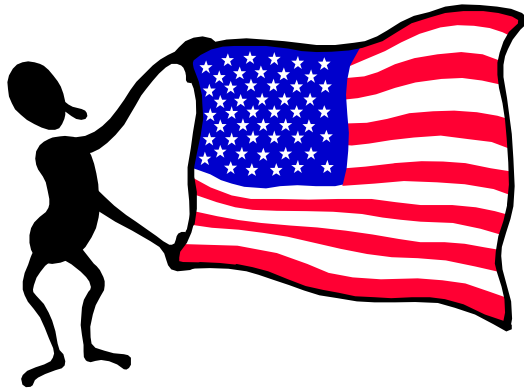
TRANSACTION RECEIPT

Name:	JONES, JOHN D.
Date of Transaction:	11/16/2001
Time of Transaction:	7:46 AM
Transaction Effective Date:	01/13/2002
Type of Transaction:	TSP OPEN SEASON ELECTION

YOUR THRIFT SAVINGS PLAN ELECTION

Contributions Per Pay Period:	7%
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WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.



*Thanks for using EBIS to
make your TSP Open
Season election*

If You Have Questions

Please call The Benefits Line at
1-888-320-2917

Select option 2 to talk to a benefits counselor
Then option 1 for East Region

OR

Email

Benefits_east@east.hroc.navy.mil